

**NOTICE**

The Bay County Personnel Department will be accepting applications for positions with the BAY COUNTY 9-1-1 CENTRAL DISPATCH CENTER.

<b>JOB TITLE:</b>	<b>DISPATCHER</b>
<b>RATE OF PAY:</b>	<b>\$12.57 per hour entry, progressing to \$17.06 per hour after 4 years (CD01)</b>

**Full-time position; with benefits**

**GENERAL SUMMARY:** Dispatchers must work under the general supervision of the Director of Bay County 9-1-1 Central Dispatch and directly for the Chief Dispatcher (Supervisor) assigned to each shift. The dispatcher operates a radio console, encoder, LEIN, computer terminal and other in-house equipment. By the very nature of work, applicants should be aware that accuracy and speed are essential elements of the job. Applicants should also be able to function in close-knit team oriented atmosphere.

**TYPICAL DUTIES:**

1. Dispatchers answer incoming telephone calls, obtain necessary information from caller and type information into computer.
2. Dispatchers must become familiar with many different police, fire and ambulance agencies standard operating procedures.
3. Dispatchers should be familiar with the streets and roads of the County, or be able to learn them quickly.
4. Dispatchers must have the ability to learn to operate a number of complex pieces of equipment.
5. Dispatchers must be able to perform dispatching duties in all fields, including police, fire ambulance, etc.
6. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** High school graduate or GED; must be able to remain calm and efficient at all times; must be able to deal with life threatening situations; must be a quick learner and must have good verbal skills. Applicant must be an accurate recorder of information taken from radio and telephone messages. Must be able to courteously deal with irate and emotional customers. Must be willing to work frequent overtime when directed. Typing skill level will be 20 WPM corrected. Must take a written and oral examination. Successful applicants must pass County provided drug, tb and hearing test. Applicants may be required to take written and/or other examinations. Hearing acuity is required, with or without accommodating devices.

**Physical:** This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 20 pounds of force up to one third of the time.

Interested persons should make application at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, Michigan 48708-5121, no later than 4:00 p.m., **Monday, October 24, 2011.** Applications are also available on our website: [www.baycounty-mi.gov](http://www.baycounty-mi.gov).

**AN EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."